

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, APRIL 4, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Larry Hudkins
Ray Stevens

Commissioners Absent: Kathy Campbell

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:20 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, MARCH 28, 2002 AND MINUTES OF MEETING WITH VILLAGE CLERKS AND BOARDS ON MARCH 28, 2002

MOTION: Heier moved and Stevens seconded approval of the Staff Meeting minutes of March 28, 2002 and minutes of the meeting with village clerks and boards on March 28, 2002. Stevens, Workman and Heier voted aye. Hudkins was absent from voting.

2 ADDITIONS TO THE AGENDA

A. Defeasance of Lancaster Manor Bonds

MOTION: Heier moved and Stevens seconded approval of the addition to the agenda. Heier, Workman and Stevens voted aye. Hudkins was absent from voting. Motion carried.

3 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant

Gordon Kissel, Legislative Consultant, gave a legislative update (Exhibit A), noting the following:

- Legislature passed LB 1309 (change certain appropriations) and LB 1310 (provide for certain interfund transfers). The Governor has until April 9, 2002 to decide which items he will veto. It is anticipated that his vetoes will be significantly higher than those he originally proposed because the Legislature has not advanced his revenue package.

Kissel distributed copies of *Nebraska Unicameral Legislative Agenda* (Exhibit B) and pointed out that LB 1085 (change provisions relating to taxation on services, income and property as prescribed) has been scheduled so that it is not likely to be heard until the Governor's vetoes are announced.

- Major program cuts are anticipated and a special session is likely as many of the programs are statutory in nature and amendment legislation will be needed.
- Legislature is faced with a \$120 million deficit and will likely propose tax increases to cover the gap.

Hudkins arrived at 8:35 a.m.

In response to a question from Stevens, Kissel said a broadening of sales tax is still "on the table".

- LB 600 (changes agricultural and horticultural land valuation provisions) failed to advance on Select File.

Kissel also distributed a legislative bill summary (Exhibit C).

4 COUNTY SPECIAL PERMIT NO. 191 & PRELIMINARY PLAT NO. 01022, PHEASANT POINTE, 148TH STREET & YANKEE HILL ROAD (SPLIT JURISDICTION WITH LINCOLN) - Mike DeKalb, Planning Department

Heier declared a conflict of interest and exited at 9:08 a.m.

Mike DeKalb, Planning Department, reviewed County Special Permit No. 191 and Preliminary Plat No. 01022, Pheasant Pointe, a request from Winona Ketelhut, Patricia Slaughter and Connie Heier for a Community Unit Plan (CUP) to create nine lots and four outlots at South 148th Street and Yankee Hill Road (Exhibit D). He noted a recommendation of conditional approval from the Planning Commission and staff.

DeKalb said two natural gas and one anhydrous ammonia pipeline bisect the proposed subdivision and said the Lincoln-Lancaster County Health Department has recommended a buffer zone of at least 100 meters between the pipelines and any residences.

DeKalb also noted that the northwest corner of the lot falls within Lincoln's three-mile zoning jurisdiction and said the City and County must both act on the application.

Heier returned to the meeting at 9:22 a.m.

ADDITIONS TO THE AGENDA

A. Defeasance of Lancaster Manor Bonds

Dave Kroeker, Budget and Fiscal Officer, appeared and said Roger Thompson, Seim, Johnson, Sestak & Quist, LLP, does not advise defeasing the outstanding bonds at this time. He reviewed options for reinvestment of \$2 million in the Lancaster County Renewal and Replacement Fund in federally backed securities (Exhibit E).

5 COUNTY WORKERS COMPENSATION BENCHMARK REPORT; PRELIMINARY INSURANCE RENEWAL RATES - Sue Eckley, Workers' Compensation & Risk Management Manager; Doug Cyr, Deputy County Attorney; Mario Lombardi, Midwest Employers Casualty Company; Kent Sprague, UNICO Group, Inc.

Mario Lombardi, Midwest Employers Casualty Company, reviewed *Lancaster County, A Workers' Compensation Benchmark Report, Covering Historical Period 7/1/93 to 6/30/02* (Exhibit F), noting the following:

- Lancaster County performed 32% better than its peers in a comparison of incurred losses and is expected to ultimately incur \$980,000 less in lost wage and medical benefits than its peer benchmark for the period analyzed.
- Lancaster County performed 41% better than its peers in a comparison of number of claims and is expected to incur 331 fewer claims than its peer benchmark for the period analyzed.
- Overall, Lancaster County has performed 16% worse than its peers in a comparison of average cost per claim. The average Lancaster County claim will result in \$614 more medical and indemnity dollars than its peer benchmark for the period analyzed. Factors contributing to the higher than average claim cost include a spike in 1999 (driven primarily by four large losses with an incurred value greater than \$400,000) and an aging workforce.

Lombardi said Lancaster County has incorporated best practice safety measures including:

- Utilizing safety teams or committees to provide input on training needs and improve overall workplace safety within each department.
- Promoting management commitment to safety through active, visible participation and "Safety Tip of the Month" entries in the County newsletter.
- Discouraging accident repeaters with a post-accident drug testing program.
- Conducting prompt root causation accident investigations designed to prevent future similar occurrences.

Sue Eckley, Workers' Compensation & Risk Management Manager, said prompt reporting by departments is needed if she is to be effective in investigation of claims.

Doug Cyr, Deputy County Attorney, said documentation, follow-up contact and provisions for light duty are also crucial. He suggested that consideration be given to expanding the department, as he believes the job has become more than one employee can handle.

Kent Sprague, UNICO Group, Inc., briefly addressed the issue of future rates and premiums. He said a rate increase is projected for the self-insured plan and said it will probably follow the standard market.

**6 LINCOLN/LANCASTER COUNTY CONVENTION & VISITORS
BUREAU DRAFT REQUEST FOR PROPOSALS (RFP) - Kathy Smith,
Assistant Purchasing Agent**

Kathy Smith, Assistant Purchasing Agent, reviewed the draft Request for Proposals (RFP) specification for "Promotional Services to Attract Visitors and Tourism to Lancaster County" (Exhibit G).

The Board requested the following changes to the document:

- Require annual renewal of the bond
- Request a transition plan
- Indicate 10% retainage of the lodging tax collection for the reserve fund, to be disbursed at the discretion of the County Board
- Require a minimum of three (3) year's acceptable advertising experience or affiliation through personal references
- Require capital equipment to be made available to the new contractor

The Board tentatively scheduled the following activities:

05/15/02 County advertises for proposals
07/15/02 Proposal due date
10/01/02 Selection of firm

7 DOMESTIC PREPAREDNESS COMMITTEE - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, proposed formation of a Domestic Preparedness Committee to parallel the functions of the federal and state "Homeland Security Committee". He said the committee will go beyond the limited scope of terrorism to address other catastrophic events that may occur in the community. Ahlberg also proposed formation of three sub-committees (Initial Responders, Responders and Recovery).

Board members indicated their support of the proposal.

8 MINI-GRANT FROM NEBRASKA OFFICE OF HIGHWAY SAFETY FOR SIX IN-CAR VIDEO CAMERAS - Bill Jarrett, Chief Deputy Sheriff

Bill Jarrett, Chief Deputy Sheriff, said his office has received a Nebraska Office of Highway Safety (NOHS) mini-grant that will provide \$15,984 for six in-car video cameras for the Sheriff's Office (Exhibit H). He said a County match in the amount of \$3,996 is required and said his department has sufficient funds in the budget to pay this cost.

MOTION: Hudkins moved and Stevens seconded approval. Stevens, Workman, Hudkins and Heier voted aye. Motion carried.

9 REPORT FROM LIFE INSURANCE REQUEST FOR PROPOSALS (RFP) COMMITTEE - Diane Staab, Deputy County Attorney; Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager; Bill Thoreson, Benefits Specialist; Vince Mejer, Purchasing Agent

Georgia Glass, Personnel Director, said the Life Insurance Request for Proposals (RFP) Committee has reviewed the proposals, interviewed the finalists and recommends that the life insurance contract be awarded to Mutual of Omaha (Exhibit I).

Bill Thoreson, Benefits Specialist, said the County will save \$34,500 over the three year term of the contract. Additional benefits include:

- An increase in supplemental life insurance from \$50,000 to \$100,000
- Accidental death/dismemberment coverage
- An increase in coverage for spouses and children
- Open enrollment for employees

Thoreson said an increase in basic life insurance for unclassified employees from \$30,000 to \$50,000 is also recommended.

Glass noted that the City has increased basic life insurance for its management group to this level.

MOTION: Hudkins moved and Stevens seconded to follow the recommendation of the Life Insurance Request for Proposals (RFP) Committee and select Mutual of Omaha as the life insurance provider and increase the basic life insurance coverage for unclassified employees to \$50,000. Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

10 PENDING LITIGATION - Dave Johnson, Deputy County Attorney

MOTION: Stevens moved and Heier seconded to enter Executive Session at 11:38 a.m. for discussion of pending litigation. Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

MOTION: Stevens moved and Heier seconded to exit Executive Session at 11:52 a.m. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

11 ACTION ITEMS

- A. Request from Dean Settle, Community Mental Health Center (CMHC) Director, for Emergency Response Pay for Tom Dierks, CMHC Therapist

Diane Staab, Deputy County Attorney, appeared and explained that leave with pay for public health or safety duties of an emergency nature may be authorized by the Department Head, upon approval of the Personnel Officer (Lancaster County Personnel Rules, 19.7 Special Leave).

MOTION: Heier moved and Stevens seconded approval of the request.

In response to a question from Stevens, Staab said the County will not be paying Dierks' expenses while he is on leave.

AMENDMENT: Hudkins proposed amending the motion to limit the leave to two weeks.

The maker and seconder of the motion accepted that amendment.

ON CALL: Hudkins, Stevens, Workman and Heier voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- B. Appreciation Awards for Substance Abuse Steering Committee

MOTION: Hudkins moved and Stevens seconded approval of the addition to the agenda. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

Eagan said Kit Boesch, Human Services Administrator, has proposed awards in the amount of \$25 (Exhibit J).

12 CONSENT ITEMS

A. Vacation Request from Sheryl Schrepf, Juvenile Mental Health Director, for April 29, 2002 through May 3, 2002

MOTION: Stevens moved and Heier seconded approval. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

13 ADMINISTRATIVE OFFICER REPORT

A. Staff Meeting Starting Time

The April 18, 2002 Staff Meeting will be held at 8:15 a.m. and will include a tour of the saline wetlands located along Little Salt Creek and Rock Creek in northern Lancaster County, commencing at 11 a.m.

B. Website Agreement with the City

Gwen Thorpe, Deputy Chief Administrative Officer, reported that changes that the County submitted to the City were lost and said work is "back to square one". The addition of an e-pay function for payment of taxes is delayed until website agreement issues are resolved.

C. Contract with Alltel for Telephone Equipment Maintenance at Lancaster Manor

Dave Johnson, Deputy County Attorney, reviewed Alltel's proposed service agreement for Lancaster Manor's telephone equipment (see agenda packet) and said there are three issues of contention: 1) payment in advance of services; 2) insurance requirements; and 3) limiting the provider's liability. He said Alltel has refused to make any changes to the agreement but has offered to provide insurance. Johnson recommended that the County not renew the service agreement, based on the Alltel's refusal to make changes to the agreement, and said the result may be that calls for service will be given less priority and charges will be greater per call.

Larry Van Hunnik, Lancaster Manor Administrator, said phone service is crucial, as Lancaster Manor is a health care facility.

The Board suggested the following:

- Utilize cellular phones during equipment failures
- Research the cost of a new phone system
- Enlist the assistance of the Purchasing Department in trying to locate an alternative service provider

- Apprise Stephanie Johanns, Vice President of External Affairs for Alltel and member of the Lancaster Manor Foundation, of the situation
- Negotiate a shorter term service agreement, with a termination clause

Johnson noted that Alltel responded to an equipment failure in February, 2002 and billed at service agreement rates even though its service agreement had expired.

Van Hunnik said he believes the service took place prior to expiration of the contract.

Johnson will notify Alltel in writing that the Board has been apprised of the issues and has requested the following 1) certificate of insurance; 2) a six month contract with a termination clause; 3) payment in arrears. A copy of the letter will be sent to Stephanie Johanns, Vice President of External Affairs for Alltel.

D. Request from Nebraska Urban Indian Health Coalition, Inc., for Surplus Workstations

Board consensus was to have the County Attorney's Office and Purchasing Department research the request.

E. Correspondence from the Downtown Lincoln Association

The Board did not respond to the invitation for group membership in the Updowntowner's organization.

F. Correspondence from Realtors Association of Lincoln

Commissioner Stevens indicated that he will be attending a Realtors Association of Lincoln meeting and will relay that the Board submitted recommendations to the Planning Commission, which were adopted.

G. Request from Brian M. Finn Regarding Availability of State Funding for the County

Board consensus was to deny the request.

14 COMMISSIONERS MEETING REPORTS

A. Lancaster Manor Advisory Committee - Hudkins

Hudkins reported that occupancy is at the 85% level.

B. Ecological Advisory Committee - Campbell

No report was given.

C. Lincoln Partnership for Economic Development (LPED) Investors -
Workman

Workman said reports were received on GeneSeek, Aquila (formerly known as Peoples Natural Gas), and Cabela's Inc.

D. Space Needs - Campbell, Hudkins

Hudkins asked Board members to review the proposed floor plans.

Stevens exited the meeting at 12:02 p.m.

E. Board of Health - Hudkins

Hudkins reported on a presentation by the Deputy Surgeon General.

15 ADJOURNMENT

MOTION: Heier moved and Hudkins seconded to adjourn the meeting at 12:12 p.m. Hudkins, Heier and Workman voted aye. Stevens was absent from voting. Motion carried.

Bruce Medcalf
County Clerk